



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

CONTINUOUS EXAMINATION OPEN SPOT FOR COALINGA STATE HOSPITAL FOOD SERVICE SUPERVISOR II

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age, religion, marital status, national origin, ancestry, disability, medical condition, political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open examination for the Department of Mental Health, Coalinga State Hospital. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
PO BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120**

California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

CONTINUOUS TESTING – NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at anytime.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

IDENTIFICATION REQUIRED

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

EXAMINATION DATES

Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

FOOD SERVICE SUPERVISOR II

DK30/2256

FINAL FILLING DATE: CONTINUOUS

SALARY RANGE

\$3,062 - \$3,721

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience performing the duties of a Food Service Supervisor I in the California state service.

Or II

Two years of experience performing the duties of a Food Service Worker II in the California state service.

Or III

Experience: Three years of experience supervising at least ten employees engaged in the distribution and service of food in a large hotel, restaurant, or institution. This experience must have included responsibility for the training and assignment of food service employees and the maintenance of equipment and work areas. **and**

Education: Equivalent to completion of the eighth grade.

Or IV

Education: Equivalent to graduation from college and completion of an internship in institutional management of dietetics. (Membership in the American Dietetic Association or eligibility for such membership may be substituted for the required internship.)

Candidates who are in the last six months of their internship or graduate study will be admitted to the examination but they must have completed the internship or graduate work before they will be considered eligible for appointment.

DEFINITION OF TERMS

"performing the duties of . . ." means that the applicant must have the amount of experience in State civil service in the class or have served in a T&D in the class specified.

"equivalent to graduation from college" means a bachelor's (four year) degree from an accredited college.

SPECIAL PERSONAL CHARACTERISTICS

Personal cleanliness; and freedom from communicable diseases.

POSITION DESCRIPTION

Under general direction, to direct, coordinate, and standardize the serving of food in the various dining areas of a large State institution; to supervise and instruct employees and helpers from the resident population in the distribution and service of food; to be responsible for the maintenance of equipment and supplies; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

POSITION LOCATION(S)

Coalinga State Hospital.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

EXAMINATION SCOPE

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Arrangement, application and operation of dining areas, food utensils, equipment and supplies.
2. Appropriate sanitation materials and methods used in the maintenance of clean and sanitized dining room utensils, equipment and environment.
3. Dining room safety measures.
4. Effective personnel practices.
5. The correct methods for preventing the presence and spread of pathogens.
6. Effective interventions to improve employee performance.
7. Dietary Regulations and standards including compliance to the licensing regulations, JCAHO standards, Environmental Health Code and Hazard Analysis Critical Control Point (HACCP) principle.
8. Modified diet service and basic knowledge of modified diet processing.
9. Presentation methods for high quality services of meals, nourishment and alternate feedings.
10. Basic knowledge in quality control techniques for food service.
11. A supervisor's role in the implementation of the department's equal employment opportunity policy in hiring, promotion and employee development.

Skills in:

1. Training, monitoring and evaluating employees in the application of required state, institution, and department policies and procedures.
2. Applying supervisory intervention to correct/improve employee performance.
3. Effective interaction with staff and patients; leadership; team building.
4. Communication, both verbal and written.

Ability to:

1. Plan, organize and direct the work of others.
2. Modify food to special needs of population served.
3. Plan and conduct in-service training programs and meetings.
4. Analyze situations accurately and adopt an affective course of action.
5. Keep records and prepare reports.
6. Read and follow serving instructions for therapeutic diets.
7. Work with and understand the resident population of a State institution.
8. Actively support a safe and hazard free workplace through the practice of personal safety and vigilance in the identification of safe or security hazards.
9. Demonstrate awareness to multicultural issues in the workplace that enables the employee to work effectively.
10. Response to minor or major emergencies, contingency planning, and alternate feeding.
11. Demonstrate professional interactions with patients and maintain therapeutic boundaries.
12. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of Mental Health, Coalinga State Hospital. The eligible list will be used to fill vacancies at Coalinga State Hospital. The hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

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From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922